

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Various Printed Products***

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Air Force

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending April 30, 2010, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on May 8, 2009.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been EXTENSIVELY revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature, call Jesse Sims at (202) 512-0341. (No collect calls.)

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/printforms/pdf/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

|   | <u>Other than<br/>Four-Color Process</u> | <u>Four-Color Process</u> |
|---|--|---------------------------|
| (a) Printing (page related) Attributes  | Quality Level III                        | Quality Level II          |
| (b) Finishing (item related) Attributes | Quality Level III                        | Quality Level II          |

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u>                                   | <u>Specified Standard</u> |
|--|---------------------------|
| P-7. Type Quality and Uniformity                   | O.K. Press Sheets         |
| P-8. Halftone Match (Single and Double Impression) | O.K. Press Sheets         |
| P-9. Solid and Screen Tint Color Match             | O.K. Press Sheets         |
| P-10. Process Color Match                          | O.K. Press Sheets         |

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Proofs; Average Type Dimension; Electronic Media.
- P-8. Proofs; Electronic Media.
- P-9. Pantone Matching System.
- P-10. Proofs.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to April 30, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending January 31, 2009, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through April 30, 2010, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued”, for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of various printed products requiring such operations as electronic prepress, printing in two to five colors (including four-color process plus one Pantone color), binding, construction, packing, and distribution.

**TITLE:** Various Printed Products.

### FREQUENCY OF ORDERS:

|                            |  |
|----------------------------|--|
| <i>Programs</i> –          | Approximately 2 to 6 orders per year.  |
| <i>Posters</i> –           | Approximately 2 to 10 orders per year. |
| <i>Flyers</i> –            | Approximately 12 orders per year.      |
| <i>Schedule Cards</i> –    | Approximately 3 orders per year.       |
| <i>Postcards</i> –         | Approximately 4 orders per year.       |
| <i>Press Kit Folders</i> – | Approximately 1 to 3 orders per year.  |

NOTE: More than one product may be ordered on the same print order requiring the same schedule.

### QUANTITY:

|                            |  |
|----------------------------|--|
| <i>Programs</i> –          | Approximately 500 to 25,000 copies per order.    |
| <i>Posters</i> –           | Approximately 200 to 15,000 copies per order.    |
| <i>Flyers</i> –            | Approximately 2,000 to 30,000 copies per order.  |
| <i>Schedule Cards</i> –    | Approximately 10,000 to 40,000 copies per order. |
| <i>Postcards</i> –         | Approximately 5,000 copies per order.            |
| <i>Press Kit Folders</i> – | Approximately 100 to 10,000 copies per order.    |

### NUMBER OF PAGES:

|                            |  |
|----------------------------|--|
| <i>Programs</i> –          | Approximately 4 to 24 pages per order. |
| <i>Posters</i> –           | Face only.                             |
| <i>Flyers</i> –            | Face and back.                         |
| <i>Schedule Cards</i> –    | Face and back.                         |
| <i>Postcards</i> –         | Face and back.                         |
| <i>Press Kit Folders</i> – | Face only (after construction).        |

### TRIM SIZES:

|                            |   |
|----------------------------|---|
| <i>Programs</i> –          | 8-1/2 x 5-1/2"; 7-7/8 x 10-1/4".                                  |
| <i>Posters</i> –           | 11 x 14"; 11 x 17"; 18 x 24" up to and including 22 x 28".        |
| <i>Flyers</i> –            | 5-1/2 x 8-1/2".   |
| <i>Schedule Cards</i> –    | 4 x 8-1/2".   |
| <i>Postcards</i> –         | 6 x 4-1/4".   |
| <i>Press Kit Folders</i> – | 9-1/4 x 12-3/8" finished size (20 x 16-3/8" before construction). |

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows –

Platform: Macintosh G4 (or higher); IBM (or compatible) using Windows XP.

Storage Media: CD.

Software: Adobe InDesign CS2 and CS3; Adobe Illustrator CS2; Adobe Photoshop CS2.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished. Fonts will be furnished in TrueType or PostScript format.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in PostScript and native application formats.  
Laser printer color proof or laser proofs with color indications will be furnished.  
All illustrations, line art, graphics, and color breaks will be included in electronic files.  
Color identification system is CMYK and Pantone Matching System.  
GPO Form 952 (Desktop Publishing-Disk Information) will be furnished.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: Arnold Lederman at (202) 404-1029.

Contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Four-color process halftones are to be 150-line screen or finer. All other halftones are to be 133-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

**PROOFS:** When required, one (1) or two (2) sets (as specified on the print order) of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

When required, one (1) or two (2) sets (as specified on the print order) of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG or RIT) must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25,50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

NOTE: Proofs must show the fifth color, when required.

For Pantone colors, the Pantone colors may be substituted with a similar color but may not be built out of the four process colors.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 1, 2008.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/acquisition/paperspecs\\_vol12.htm](http://www.gpo.gov/acquisition/paperspecs_vol12.htm).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

*Program Covers and Posters* – White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

*Program Text* –

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

NOTE: The majority of all orders placed for programs will require the text pages to print on cover stock (JCP Code L10.)

*Flyers* – White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

*Schedule Cards* – White No. 2 Coated Cover, Gloss-finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12. (NOTE: The grain of the paper is to run lengthwise (8-1/2") to ensure the cards stand firmly when placed in tabletop display racks and not fall forward.)

*Postcards* – White Coated One-side Cover (C1S), equal to JCP Code L70. (NOTE: Thickness of postcard stock must be in accordance with USPS regulations for postcards.)

*Press Kit Folders* – White Litho (Gloss) Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

**PRINTING:** Contractor to match Pantone Matching System number as indicated on the print order.

Contractor will be required to print screen builds using four-color process inks.

Orders requiring four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

For products printing in four-color process plus one Pantone color, the Pantone color must be printed as a fifth ink. Screen builds will not be allowed.

*Programs* –

*Cover* – Print Covers 1 through 4 in two or three Pantone colors; or, in four-color process. The majority of program covers print with reverse areas and/or 90 to 100 percent solid ink coverage.

*Text* – Print text pages head-to-head in two or three Pantone colors; or, in four-color process. When required, facing pages print to and must align across the bind.

*Posters* – Print one side only in two or three Pantone colors; in four-color process; or, in four-color process plus one Pantone color.

*Flyers* – Print face and back in two or three Pantone colors; or, in four-color process.

*Schedule Cards* – Print face and back in four-color process.

*Postcards* – Coated side of postcard prints in four-color process. Uncoated side of postcard prints in black ink only.

*Press Kit Folders* – Folders print in two or three Pantone colors; in four-color process; or, in four-color process plus one Pantone color. Folders will print with reverse areas and at least 50 to 100 percent solid ink coverage.

**COATING:** When required, after printing, coat the entire surface (or spot surface, as indicated) with a clear, non-yellowing scratch resistant varnish, aqueous coating, or clear-gloss UV liquid coating, as specified – with the exception of glue areas.

High gloss varnish or dull coat varnish or both may be ordered.

Coating must be dry trapped.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.



The contractor must be able to make available to the press sheet inspector the following equipment in working order for use during press sheet inspection:

- A calibrated densitometer for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage.
- A proof light such as a color balanced system that closely approximates a phase of natural daylight equal to at least 5000 degrees Kelvin. Light should be mounted in a viewing booth and set at a proper angle.
- A standard viewer which will accommodate 4 x 5" (or larger) color transparencies and have a light source of 5000 degrees Kelvin.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic media. Bleed pages are scattered throughout program text. Anticipate bleeds on balance of products.

**BINDING:**

*Programs* – Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Score on cover fold.

*Posters* – Trim four sides. Posters will ship flat; do not fold.

*Flyers* – Trim four sides.

*Schedule Cards* – Trim four sides.

*Postcards* – Trim four sides.

**CONSTRUCTION:** *Press Kit Folders* –

Folder folds to 9-1/4 x 12-3/8".

Folder includes two horizontal pockets (4" deep) on left and right side of folder. Pockets must accommodate an 8-1/2 x 11" trim size document. The right pocket requires two 3/4" slits to hold one business card (positioning marked on electronic files).

All glue tabs must be 3/4" and securely glued inside finished product.

Score on all folds.

**PACKING:** When required, shrink-film wrap with chipboard backing or paper band in quantities as indicated on the print order.

When more than one type of product is ordered on the same print order, each product is to be packed separately. Do not intermix different products within a container.

Pack in shipping containers not to exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when shipped.

Pallets are required.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

| <u>Quantity<br/>Ordered</u> | <u>Number of<br/>Sublots</u> |
|-----------------------------|------------------------------|
| 500 - 3,200                 | 50                           |
| 3,201 - 10,000              | 80                           |
| 10,001 - 35,000             | 125                          |
| 35,001 and over             | 200                          |

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: AFDPO/PPLR, Attn: Arnold Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Bolling Air Force Base, Washington, DC 20373.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination up to approximately four (4) addresses within the commercial zone of Washington, DC. (NOTE: The majority of orders will require delivery to only two (2) destinations at Bolling Air Force Base, Washington, DC.)

Inside delivery to room number specified is required.

Complete addresses and quantities will be furnished with each print order.

In reference to this contract, "Code X" will be used for the following departmental address: AFDPO/PPLR, Attention: Arnold Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Bolling Air Force Base, Washington, DC 20373 -- Telephone: (202) 404-1029.

Mailing Address: The USAF Band, 201 McChord Street, Bolling Air Force Base, Washington, DC 20032-0202.

Occasionally, an order may require shipping outside the commercial zone of Washington, DC. These orders will ship f.o.b. contractor's city – *reimbursable*. Contractor will be reimbursed for shipping costs by submitting a properly completed shipping form/receipt will billing invoice for payment.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Air freight and/or express mail will be authorized if indicated on the print order. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with the billing invoice for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Upon completion of each order, all furnished materials and one (1) sample copy must be returned to: Office of Public Affairs, The USAF Band, 201 McChord Street, Bolling Air Force Base, Washington, DC 20032-0202. (Inside delivery required.)

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from: AFDPO/PPLR, Attention: Arnold Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Bolling Air Force Base, Washington, DC 20373.

Proofs must be delivered to and picked up from: The USAF Band, 201 McChord Street, Bolling Air Force Base, Washington, DC 20032-0202.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

*Regular Schedule –*

Programs, Posters, and Flyers in multicolor: Complete production and distribution must be made within 10 workdays.

Programs, Posters, Flyers, Schedule Cards, and Postcards in four-color process: Complete production and distribution must be made within 20 workdays.

Press Kit Folders: Complete production and distribution must be made within 15 workdays.

No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the applicable schedules stated above.

*Accelerated Schedule* – Approximately 10% of all orders placed will require an accelerated schedule.

Programs, Posters, and Flyers in multicolor: Complete production and distribution must be made within five (5) workdays.

Programs, Posters, Flyers, Schedule Cards, Postcards, and Press Kit Folders in four-color process: Complete production and distribution must be made within 10 workdays.

No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the applicable schedules stated above.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered for shipping/mailing f.o.b. contractor's city be delivered to the U.S. Postal Service or picked up by the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

**PREMIUM PAYMENTS:** Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his invoice.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item IV. PREMIUM PAYMENTS), to 10% of the prices offered for all items.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

- I. 1. (a) 116  
(b) 60
- 2. (a) 11  
(b) 6
- 3. (a) 20  
(b) 8

- |        |     | (1) | (2)   |
|--------|-----|-----|-------|
| II. 1. | (a) | 20  | 2,400 |
|        | (b) | 16  | 1,760 |
|        | (c) | 2   | 40    |
|        | (d) | 8   | 980   |
|        | (e) | 44  | 5,000 |
| 2.     | (a) | 1   | 50    |
|        | (b) | 1   | 100   |
|        | (c) | 1   | 50    |
| 3.     | (a) | 1   | 30    |
|        | (b) | 2   | 20    |
|        | (c) | 1   | 30    |
| 4.     | (a) | 16  | 1,420 |
|        | (b) | 8   | 444   |
|        | (c) | 22  | 1,730 |

|         | (1) | (2)   |
|---------|-----|-------|
| 5. (a)  | 3   | 250   |
| 6. (a)  | 4   | 200   |
| 7. (a)  | 1   | 150   |
| (b)     | 1   | 25    |
| (c)     | 1   | 75    |
| 8. (a)  | 20  | 2,000 |
| (b)     | 13  | 814   |
| (c)     | 8   | 340   |
| 9. (a)  | 2   | 100   |
| (b)     | 1   | 100   |
| (c)     | 2   | 145   |
| 10. (a) | 1   | 10    |
| (b)     | 1   | 10    |
| (c)     | 1   | 30    |

|          |       |
|----------|-------|
| III. (a) | 1,610 |
| (b)      | 516   |

## SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipping/mailing and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle-stitched products.

A charge will be allowed for each page of the programs, whether printed or blank. For pages/products printing in more than one color or in four-color process plus an additional color, a charge under "Each Additional Color" will be allowed only for the pages/products actually printing with the additional color(s).

### I. PROOFS:

#### 1. *Programs, Flyers, Schedule Cards, and Postcards* –

(a) Color content proofs .....per color/per trim/page-size unit.....\$\_\_\_\_\_

(b) One-piece composite laminated color proofs..... per trim/page-size unit.....\$\_\_\_\_\_

#### 2. *Posters (11 x 14" and 11 x 17") and Press Kit Folders* –

(a) Color content proofs .....per color/per trim/page-size unit.....\$\_\_\_\_\_

(b) One-piece composite laminated color proofs..... per trim/page-size unit.....\$\_\_\_\_\_

#### 3. *Posters (18 x 24" up to and including 22 x 28")* –

(a) Color content proofs .....per color/per trim/page-size unit.....\$\_\_\_\_\_

(b) One-piece composite laminated color proofs..... per trim/page-size unit.....\$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

**II. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary (including stock/paper) for the complete printing, binding, packing, and distribution of the products listed in accordance with these specifications.

NOTE: Orders placed for 4-page programs must be charged under line items II.1.(c) and (d), as applicable.

|   | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>100 Copies</u><br>(2) |
|---|--|--|
| <i>1. Programs –</i>  |  |  |
| (a) Text: Printing in a single ink color,<br>including binding .....per page.....   | \$ _____                                 | \$ _____                                 |
| (b) Text: Printing in four-color process,<br>including binding .....per page.....   | \$ _____                                 | \$ _____                                 |
| (c) Covers: Printing Covers 1 and 4<br>or Covers 2 and 3 in a single ink color,<br>including binding .....per side.....   | \$ _____                                 | \$ _____                                 |
| (d) Covers: Printing Covers 1 and 4<br>or Covers 2 and 3 in four-color process,<br>including binding .....per side.....   | \$ _____                                 | \$ _____                                 |
| (e) Each Additional Color: Printing text<br>and covers in a color in addition to the<br>first single ink color press run charged<br>for under line items II.1. (a) and (c)..... per color/per page..... | \$ _____                                 | \$ _____                                 |
| <i>2. Posters (11 x 14" and 11 x 17") –</i>   |  |  |
| (a) Printing face only in a single ink color .....per poster.....   | \$ _____                                 | \$ _____                                 |
| (b) Printing face only in four-color process.....per poster.....  | \$ _____                                 | \$ _____                                 |
| (c) Each Additional Color: Printing posters<br>in a color in addition to the first single<br>ink color press run charged for under<br>line items II.2.(a) and (b) ..... per color/per poster.....       | \$ _____                                 | \$ _____                                 |

\_\_\_\_\_  
(Initials)



|  | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>100 Copies</u><br>(2) |
|--|--|--|
| 3. <i>Posters (18 x 24" up to and including 22 x 28") –</i>  |  |  |
| (a) Printing face only in a single ink color.....per poster..... \$  |  | \$                                       |
| (b) Printing face only in four-color process.....per poster..... \$  |  | \$                                       |
| (c) Each Additional Color: Printing posters<br>in a color in addition to the first single<br>ink color press run charged for under<br>line items II.3.(a) and (b) ..... per color/per poster..... \$ |  | \$                                       |
| 4. <i>Flyers –</i>   |  |  |
| (a) Printing in a single ink color.....per side..... \$  |  | \$                                       |
| (b) Printing in four-color process .....per side..... \$   |  | \$                                       |
| (c) Each Additional Color: Printing flyers<br>in a color in addition to the first single<br>ink color press run charged for under<br>line item II.4.(a) .....per color/per side..... \$              |  | \$                                       |
| 5. <i>Schedule Cards –</i>   |  |  |
| (a) Printing face and back in four-color process .....per card..... \$   |  | \$                                       |
| 6. <i>Postcards –</i>  |  |  |
| (a) Printing coated side in four-color process<br>and uncoated side in black ink only .....per postcard..... \$  |  | \$                                       |
| 7. <i>Press Kit Folders –</i>  |  |  |
| (a) Printing in a single ink color,<br>including construction.....per folder..... \$   |  | \$                                       |
| (b) Printing in four-color process,<br>including construction.....per folder..... \$   |  | \$                                       |
| (c) Each Additional Color: Printing folders<br>in a color in addition to the first single<br>ink color press run charged for under<br>line items II.7.(a) and (b) ..... per color/per folder..... \$ |  | \$                                       |

\_\_\_\_\_  
(Initials)

Makeready  
and/or Setup  
(1)

Running Per  
100 Copies  
(2)

NOTE: Varnishing/coating line items are for full and spot coverage.

8. *Programs, Flyers, Schedule Cards, and Postcards* –

- |                             |                  |    |
|-----------------------------|------------------|----|
| (a) Varnishing.....         | per side..... \$ | \$ |
| (b) Aqueous Coating.....    | per side..... \$ | \$ |
| (c) UV Liquid Coating ..... | per side..... \$ | \$ |

9. *Posters (11 x 14" and 11 x 17") and Press Kit Folders* –

- |                             |                  |    |
|-----------------------------|------------------|----|
| (a) Varnishing.....         | per side..... \$ | \$ |
| (b) Aqueous Coating.....    | per side..... \$ | \$ |
| (c) UV Liquid Coating ..... | per side..... \$ | \$ |

10. *Posters (18 x 24" up to and including 22 x 28")* –

- |                             |                  |    |
|-----------------------------|------------------|----|
| (a) Varnishing.....         | per side..... \$ | \$ |
| (b) Aqueous Coating.....    | per side..... \$ | \$ |
| (c) UV Liquid Coating ..... | per side..... \$ | \$ |

**III. ADDITIONAL OPERATIONS:**

- |  |                   |    |
|--|-------------------|----|
| (a) Shrink-film wrapping (with chipboard)..... | per package ..... | \$ |
| (b) Paper banding .....                        | per band .....    | \$ |

**IV. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage Increase..... %

\_\_\_\_\_  
(Initials)

My production facilities are located within the assumed area of production .....yes \_\_\_\_\_no \_\_\_\_\_

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material.....
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.....
2. Proposed carrier(s) for delivery of completed product .....
  - a. Number of hours from notification to carrier to pickup of completed product .....
  - b. Number of hours from pickup of completed product to delivery at destination .....

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)